

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**Class Title: Assistant Supervisor of Animal Services****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises and coordinates the work of zookeepers and volunteers. Participates in the care and acquisition of zoo animals. Conducts administrative duties and responds to emergency situations. Purchases materials and feed as necessary and provides input on exhibit design.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises zookeepers by providing appropriate training, guidance, and direction, evaluating employee performance, preparing timecards and schedules, and responding to recommendations for diet changes and exhibit modifications.
2	L	Performs animal management by maintaining accurate animal records, establishing an identification system for animals, researching animals available for sale or trade, supervising wildlife and breeding programs, oversee or assist veterinarian in medical procedures, and order materials and feed as necessary.
3	S	Learns from other animal care specialists by exchanging information concerning animal behavior, drug amounts, breeding, and other animal situations.
4	S	Participates in public relations by responding to individual inquiries and assisting in educating the public in rehabilitating local injured wildlife.

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Two years professional experience in a zoo environment.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical documents, journals, blue prints, pathology reports, scientific journals and reports, Federal and State regulations and medical reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and college level academics in metric conversions, statistics and probability ,as well as experience in administering medication or prescription dosage.
Writing	Work requires the ability to write scientific papers and reports for conferences, professional correspondences, letters and memorandums, population management documents, exhibit design and requests for proposals.
Managerial	Managerial responsibilities include managing current breeding programs, establishing emergency procedures, exhibit expansions and surplus of animals.
Budget Responsibility	N/A.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Animal observation, vet assistance, retrieval of animals, supervision of staff
Sitting	F	Computer, desk work, meetings, evaluations with staff
Walking	F	Assisting keepers and vet, transporting animals, to/from exhibits or administration office
Lifting	F	Animals, supplies, equipment, tools, crates, medications, kennels
Carrying	F	Animals, supplies, equipment, tools, crates, medications, kennels
Pushing/Pulling	F	Dolly, wheel-barrow, animals or animal restraint
Reaching	F	Animal restraint, exhibit repair, animal capture/retrieval
Handling	F	Animals, supplies, equipment, tools, crates, medications, kennels
Fine Dexterity	O	Computer keyboard, calculator, syringe or other vet/medical supplies
Kneeling	F	Exhibit repair, animal capture/retrieval, vet procedures
Crouching	F	Exhibit repair, animal capture/retrieval, vet procedures
Crawling	O	Exhibit repair, animal capture/retrieval, vet procedures
Bending	O	Exhibit repair, animal capture/retrieval
Twisting	O	Exhibit repair, animal capture/retrieval
Climbing	O	Fences, entering exhibits, ladders
Balancing	O	Walking on fences or railing, animal restraint
Vision	C	Computer, paperwork, reading, supervision of staff / animals, animal examinations
Hearing	C	Animal behavior, telephone, radio communications, co-workers, staff, meetings
Talking	C	Telephone, radio communications, co-workers, staff, meetings
Foot Controls	O	Driving, operation of heavy equipment
Other (specify)	N	

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Computer, printer, scanner, telephone, calculator, copy machine, Standard Microsoft Windows and Office software, SPARKS (Animal Record Keeping System), Internet, PeopleSoft. Front-end loader, animal capture equipment (net, restraints), firearms, chemical inabilizers, Uni-loader - tractor, trucks, motor vehicle, woodworking tools, metal working tools, respirator, construction equipment, veterenarian equipment and medical supplies

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	W
Fire Hazards	W	Fumes and Odors	W
Explosives	S	Wetness/Humidity	D
Communicable Diseases	W	Darkness or Poor Lighting	W
Physical Danger or Abuse	D		
Other (see 1 below)	D		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1) Risk of severe injury

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective eye wear, gloves, boots, protective ear wear

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)